

**City of Wichita
Department of Park and Recreation**

Rules, Regulations, and Refund and Transfer Policies for Pool Rentals

1. The person or entity for which a rental reservation is made is responsible for all action, activities or damage occurring during the facility rental. The facility will only be opened for the renter or their authorized representative.
2. Pool staff will contact the renter of the facility two to three days ahead of the scheduled rental date to confirm rental details.
3. Facilities may not be used for purposes other than for which they were reserved.
4. Pool staff will open the pool at the appointed time. If the renting party does not arrive within **30** minutes from the start of the rental time; staff will close and leave the facility. In such cases the renter will not receive a refund and will forfeit any deposit paid.
5. All paper, trash, debris and waste shall be gathered and placed in containers provided in the concession area. All food and beverages must remain in the concession area.
6. Writing upon, marking or damaging park property is strictly prohibited.
7. All decorating must be included in the rental time. Decorations may **ONLY** be attached to surfaces with masking tape. The renter, prior to the end of their scheduled rental time, must remove all decorations, masking tape and any personal supplies or equipment. Wichita Park & Recreation is not responsible for any items left by the renter.
8. City Ordinance does **NOT** allow smoking inside any park facility. Beer and alcoholic beverages are **NOT** allowed on park property. Lighted candles and/or incense are **NOT** allowed in park facilities. Failure to comply with these regulations will result in the renter being asked to leave the facility.
9. A facility rental/reservation does not include the right to charge admission or conduct fundraising events upon the premises. Collecting money, donations, admissions, and selling concessions, services, or products in park facilities or on park property is strictly prohibited under City ordinance title 9, section 9.04.060, 'Sale or Soliciting'. Renter must fully disclose all aspects of the event to staff when making the reservation.
10. Vehicles **ARE NOT** allowed on sidewalks or grass surfaces; they must remain on paved driving surfaces.
11. The number of people in attendance cannot exceed the number stated on the rental contract. All people entering the facility count towards the attendance total. Admission for additional people will be denied so as to maintain the proper guard to patron ratios.
12. When renting the pool facility, a \$50.00 deposit will be collected in addition to the rental fee and will be collected at the time of reservation.
13. Deposits will be refunded if the pool and grounds are cleaned up within rental time and there is no damage done to the pool, pool building, or surrounding grounds. Credit card deposits are refunded right back to the card.
14. There will be a \$30 charge on all returned checks.
15. Renter and all guests must exit the facility completely by the designated ending time.
16. Flotation devices are not allowed. **Coast Guard approved LIFEJACKETS will be allowed.**
17. Pool rules will remain in effect during rentals and all patrons swimming are required to have proper swimsuit attire.
18. If the rental is cancelled by pool staff due to inclement weather, i.e. lightning, an alternative date will be scheduled if possible. If an alternative date can not be arranged a full refund will be given to the renter.
19. If the rental is cancelled by the renter for any reason, 48 hours notice must be given in order to receive a full refund. Cancellations within 48 hours of the rental will be refunded the entire rental fee but will relinquish any deposit paid.
20. Failure to abide by the above Rules and Regulations will result in forfeiture of the renter's deposit and may result in future rental privileges being suspended.

I agree that I have read, understand and accept these Rules, Regulations, and Refund and Transfer Policies for Pool Rentals and further agree to be responsible for the actions of all persons within my rental group.

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|-----------------|---------------|
| _____ Renter | _____ Date |
| _____ Staff | _____ Date |

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|--------------------|---------------------------------------|
| OFFICE USE | |
| Rental Date: _____ | Time: _____ to _____ |
| Pool: _____ | Max Attendance: _____ # Guards: _____ |
| Renter Name: _____ | Amount Paid: \$ _____ |